

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0756

FLSA: Non-Exempt

CLASSIFICATION TITLE: ELECTRONICS TRAFFIC TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work functions associated with repair and maintenance of electronic/electrical traffic control equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Troubleshoots, repairs, and tests traffic controllers, conflict monitors, and ancillary equipment.

Repairs and rewires traffic controller cabinets; repairs wrecked traffic controller cabinets; builds test equipment and special projects as needed.

Programs traffic signal controllers, monitor cards, overlap boards, and school time clocks; re-synchronizes time clocks; uploads/downloads controller data.

Performs routine maintenance on electro-mechanical equipment and non-nema conflict monitors; performs routine monitor testing.

Exercises controller thumbwheels.

Trains call-out personnel in cabinet troubleshooting.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, traffic control, or other software programs.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility van, traffic controller, conflict monitor, motion detector, loop detector, load switch, flasher, preemption system, digital time clock, oscilloscope, multimeter, testing equipment, soldering iron, drill, grinder, and mechanic tools.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, lubricating equipment, replacing parts, cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory of parts, equipment, tools, or supplies on truck; initiates requests for new or replacement materials; tests and reports on new products.

Packs equipment and prepares for shipment as needed.

Maintains logs of equipment repair activities; maintains records of department activities.

Reads electronic schematics and electrical wiring prints.

Prepares or completes various forms, correspondence, reports, logs, signal complaint orders, lists, set-up charts, repair cards, and other documents.

Receives various forms, reports, signal complaint orders, controller set-up charts, electronic schematics, electrical prints, phasing diagrams, drawings, specifications, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, outside agencies, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs repair/maintenance of personal computer systems, which may include backing up data, replacing toner/paper, downloading/uploading data, or writing software programs.

Performs wire building for computer and/or terminal service.

Attends meetings; serves on committees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in electronics; supplemented by three (3) to five (5) years previous experience and/or training that includes troubleshooting/repair of electronic devices/components and operation of personal computers; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, rain, fumes, temperature extremes, electric currents, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.